



Conditional Use Permit

A Conditional Use Permit is required to allow certain types of uses that are not automatically permitted as a matter of right in certain zones. Examples of these special uses are churches, non-residential day care facilities, or schools in most zones. Other examples include liquor stores, bars and live entertainment uses in commercial zones. Housing-related uses include such things as group housing, student housing, transitional shelters and residential care facilities.

Your project will be reviewed for compatibility with surrounding uses and such things as design, traffic, noise, light and use impacts on the neighborhood.

Conditional Use Permits require an environmental review (Initial Study). The Planning Department can assist you in making a determination as to whether a variance or revision to a CU may be exempt from the environmental review requirement.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the Planning Commission meeting (refer to the Planning Commission schedule for the exact date). Extra copies are available from the Planning & Building Department.

TIME: This process takes about 60 days from acceptance of your completed application to public hearing and includes public noticing to all property owners within 300' of the project.

HEARINGS: The applicant, a representative, or the legal owner should be present at all hearings.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES (*FILING FEES ARE GENERALLY NOT REFUNDABLE*):

Because of the significantly greater amount of staff time needed to process certain cases, separate fees have been established for Conditional Use Permits that are alcohol-related and housing-related.

Alcohol-Related	\$ 6,589.00
Housing-Related	\$ 5,929.00
General: First lot/acre	\$ 4,235.00
Additional lot/acre or portion thereof	\$ 66.00
Initial Environmental Study without grading	\$ 319.00
Initial Environmental Study with grading	\$ 1,353.00
Revisions	67% of original fee
Time Extension (per year)	\$ 528.00
Appeal (applicant)	\$ 913.00
Appeal (non-applicant)	No charge

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

All graphics shall be folded to 8-½ by 11 inches with the bottom right corner visible. One (1) copy of all graphics shall be reduced to an 8-½ by 11 inch size. See Instructions for Preparation of Reduced Graphics for the acceptable types of graphic reductions.

- ☐ One (1) copy of the completed application form
- ☐ One (1) copy of complete description of your proposal. The written description should include, as appropriate:
 - a. Details on the proposal (what do you want to do?)
 - b. Days and time of operation
 - c. Numbers of children or adults cared for (their ages and an indication if they are ambulatory or non-ambulatory, handicapped, elderly)
 - d. If a mobile home is to be used the duration of use shall be indicated
 - e. Types of services provided
 - f. Funding source, etc.
- ☐ One (1) copy Environmental Information Form: (For use in preparing the Initial Study)
The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary.
- ☐ Fifteen (15) copies of Plot Plan, drawn to scale and fully dimensioned, indicating the following:
 - a. The boundaries of the property, with all dimensions, and square footage of the lot.
 - b. The location and dimensions of all existing and proposed buildings, structures,
 - c. Walls, fences, walkways and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
 - d. A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1 foot or other appropriate scale).
 - e. Widths to centerline of existing streets, highways, alleys and other public right-of-way or easements when they abut or cross the subject property. *Please check with the Public Works Department to determine if additional right-of-way will be required for your project.*
 - f. Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
 - g. Square footage of outdoor play area and open space, if applicable.
 - h. Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.
 - i. Location(s) and size(s) of all existing and proposed freestanding sign(s) if applicable.
 - j. Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback should be included on the plans, if applicable. *Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the Initial Study and may require that the case be heard at a later hearing date to accommodate the review.*
 - k. Grading information as described under the grading section of this handout and in the "Planning Commission Environmental Review of Grading Plans" handout, if applicable.
 - l. Parking analysis (for information of how to prepare a parking analysis see the Parking Analysis Information sheet.)
- ☐ Fifteen (15) copies of building elevations, drawn to scale indicating all sides of buildings, existing and proposed signs if applicable, and all other structures on the site.
- ☐ Fifteen (15) copies of floor plans, indicating all structures, square footage, dimensions and uses of all rooms locations of windows, doors or other openings, or mechanical equipment, disabled access and restrooms, square footage of indoor play area. Churches should indicate the number of permanent seats in the primary assembly area.

- ☐ One (1) application to the Riverside County Airport Land Use Commission (ALUC). *The ALUC application is required at the time this CU application is filed if the project site is within an Airport Influence Area. (See attached maps). See "ALUC Information" handout for further information.*
- ☐ One (1) copy of completed Hazardous Site Review
- ☐ One (1) copy of completed Hazardous Materials Questionnaires
- ☐ Ten (10) additional copies of the Plot Plan with grading when grading is required.
In some instances, environmental review of grading will be required in conjunction with the processing of your application. Please see "Planning Commission Environmental Review of Grading Plans" handout for grading review filing requirements, and fee schedule for fee information. Environmental review will be required if your project involves grading and
 - a. The property to be graded has an average natural slope of 10% or greater; and/or*
 - b. The property is in the RC - Residential Conservation Zone; and/or*
 - c. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps or other significant arroyo; and/or*
 - d. The property is located in an identified floodway.*
- ☐ One (1) copy of Variance Justification Form for each variance being requested.
- ☐ One (1) copy of Plat Map. *(A copy of the Assessor's Plat Map showing the subject parcel(s) is acceptable.)*
- ☐ One (1) copy of the most recent Grant Deed with a complete and accurate legal description of each parcel involved. *(A deed can be obtained from a Title Company.)*